



Website: <http://cometlearn.com>

FAQ's

What is COMET?

To assist SCN physicians with their mandatory CME requirements Sparrow Care Network (SCN) has purchased a tool called COMET (CONTINUING ONLINE MEDICAL EDUCATION AND TRAINING). COMET is easy to use, can be used anywhere and anytime, and it also assists in keeping track of CME.

COMET is owned and operated by Lakeland Care and their mission statement reflects the desire of Lakeland Care to educate our communities by any means possible including COMET.

These videos and transcripts available on COMET provide current, vital information at your own leisure. The educational component of COMET stresses evidence-based medicine and promotes independent learning while obtaining CME. Your CME transcripts and certificates are instantly added to your personal records for credentialing needs and archiving. Non-COMET activities can also be added to your records so that you can track all your CME credits in one place. The ease of this system will make CME widely attainable with ensuring quality educational value

How do I enter/add CME credits into COMET?

- On the home page, click on "Add Credits", located on the right-hand column on the home page.
- Click Add CME credits earned elsewhere
- Follow the prompts to add
 - Title
 - Source
 - Date
 - # of credits
 - CME category (AMA or AOA)
- Click save at the bottom of the page

Where do I find my CME transcript and CME credits?

- On the home page, click on "My Records or View My Records". Your transcript will display
- Click on the date to expand the timeframe
- To print, click on file and print
- To view your certificate of attendance, click on "view" under the certificate column

How do I log my attendance and complete the evaluation form during a live event?

You need to complete this either **during the live event or until midnight** on the day of the event.

- On the home page you will see: LIVE ACTIVITIES TODAY.
- Choose the event that you are attending and click on the "claim credit" box
- Read through the disclaimer and click "I agree" at the bottom of the disclaimer
- Complete the evaluation form and click next
- You will return to the home page to view your certificate or to log out

Where do I find a particular lecture/video?

Videos are listed on the home page with the most recent videos listed in chronological order. Click [View All](#) to expand the listing. You can also search videos by clicking on "Library". The videos are listed in the order in which they were recorded. You can also search a video by category. Example: if you are

looking for a Dermatology video, click on Dermatology under the category section. All videos associated with Dermatology will appear.

How do I view a video?

- Click on the title of the video
- Click continue
- Read through the disclaimer and click “I Agree”
- Complete the pre-test and click on continue
- A video box with an arrow will appear
 - Click on the arrow to start the video
 - Watch the video and click continue
 - Complete the post-test
 - You must get 100% on the post-test to receive credit. You may retake the post-test until you get 100%
 - Click continue and complete the evaluation form
 - Click continue and your certificate of attendance will appear
 - You can print your certificate, download as a pdf, print screen, or do nothing with it. The certificate will always be available to you.

Where do I find a listing of the upcoming CME schedule?

The CME Event Calendar is located on the home page, under UPCOMING EVENTS

What are the check marks on the pictures?

The check mark means that you have already have received CME credit for this lecture/video. You may view/review the lecture/video again, but you will not receive additional credit for it. Evaluations and pre and post tests are disabled.

What is the bar with a number in it under MY PROGRESS?

This is your CME tracking bar. The number above the bar is the number of CME credits that you need during your re-licensure timeframe. The date below the box is your re-licensure period.

Example: if you need 150 CME hours in 3 years for your re-licensure, it will be listed as 0 out of 150 credits. As you earn and/or enter CME credits, the number will change to reflect the amount of credits that you have and will also display the percentage of credits that you have earned towards your requirement.

Where do I find the power point or a transcript of the video?

All lectures are transcribed and there is a pdf of the power point and transcription. Both are located below the video box, under downloads.

How do I change my password in COMET?

Please note that your password does not change in COMET unless you change it.

- On the home page, click on My Account
- Scroll to current password, password and confirm password
 - Type your current password, new password, and confirm password into each field
- Scroll to the bottom of the page and click on Save

What are the system requirements?

To participate in learning activities on COMET, your computer or mobile device must meet the following requirements:

A current web browser with HTML 5 video capabilities or Flash Player installed. For the best experience, please upgrade your browser to the most recent version.

1. Speakers or headphones for listening to audio.
2. Adobe Reader (or other PDF viewer) for viewing and printing PDF certificates and downloadable presentation and transcript files.

Who do I contact if I have any questions regarding COMET?

For **General support**:

Direct any questions about credits, certificates, accreditation, account management, or comments and suggestions to:

Alane Hanes

Alane.Hanes@sparrow.org

517-364-8157

For **Technical support**:

Direct any bug and error reports, or questions about device and browser issues to:

System administrator

admin@cometlearn.com